

## **CERTIFICATION APPLICATION INSTRUCTIONS**

### **Question #22**

The following documents are required for the following types of business, in addition to those documents listed below.

#### **PARTNERSHIPS -**

- (1) Self explanatory.
- (2) Copy of the firm's by-laws and any amendments or resolutions including, but not limited to, buy-out rights, meeting minutes, promissory notes, etc.
- (3) Provide documents indicated.

#### **CORPORATIONS -**

- (1) - (2) Copy of firm's Articles of Incorporation, Bylaws, and any other amendments or resolutions including, but not limited to, stock/ownership options, stockholders agreements, buy-out rights, all minutes of the Board of Director's meetings for the last three (3) years and the first organizational meeting minutes, stockholder voting rights, promissory notes, etc.
- (3) Copies of all stock certificates, transfer ledgers, and proof of purchase(s) issued to date.
- (4) - (6) Provide all documents as required.

#### **LIMITED LIABILITY COMPANIES**

- (1) Provide documents indicated.

### **Question #23**

Provide information as required.

### **Question #24**

Provide information indicated.

### **Question #25**

This space is for explanations or other added information regarding previous questions.

### **Question #26**

Indicate counties where your firm is willing to work.

### **Question #27**

Enter work codes, using the enclosed listing.

**IMPORTANT:** You must not indicate work codes for work your firm does not have the ability to perform.